

**UF College of Education
FPC Technology and Distance Education Committee**

**March 20, 2018
(11:00-12:00 pm) in NRN 1423**

Minutes

In Attendance: Jason Arnold, Domenic Durante, Cynthia Griffin, Linda Eldridge, Vivian Gonsalves, Kent Crippen, Trace Choulat, Suzanne Chapman

Approval of Minutes: Minutes from February 22, 2018 were approved by the committee

AREAS OF DISCUSSION

Blue Ribbon Course (BRC) process: The committee continued discussing the BRC process. The process will be voluntary and inquiry based. Applicants will review a course of their choosing, using a Likert scale rubric based on the UF + Quality Matters standards. The applicant will evaluate their course, select an area of improvement, and submit an application to the committee. The timeline for applications is as follows:

- April 6th: The rubric will be converted to an application that will be sent out to faculty
- May 11th: Applications due to the committee*
- May 15th: The committee* will meet to review applications
- During the summer: Awardees will meet to work through the specific focus areas of their course
- In the fall: A symposium will be held to provide awardees the opportunity to share with the faculty

*Those who will serve on the committee is yet to be decided. Some of the members of the FPC Technology & Distance Ed Committee voiced interest in serving as BRC committee members.

Professional Development requested by Dean Good: Regarding a checklist for those developing online courses, there is already a standard checklist sent out prior to courses going live. To help support those who are new to the process of developing online courses, there is an adjunct course on Canvas that COE faculty members can be enrolled in. Otherwise, the BRC awardees can help serve as models for those who are interested in continued improvement in their online courses.

Support for online instruction during construction: All faculty who are interested can get Zoom accounts. To set up a UF affiliated account with Zoom, an email needs to be sent to the help desk (helpdesk@coe.ufl.edu). Jason discussed developing a video for protocols on how to use zoom. Tom will send out an email to faculty regarding expectations and resources for how to best support faculty who are interested in converting face-to-face courses to online courses (during construction).